

## **Electrical Engineer Major Duties and Responsibilities**

### **Construction Site Management**

**50% of time**

- Develops an in-depth knowledge of the contractual requirements for the project.
- Oversees the construction to ensure adherence to approved drawings and specifications; inspects construction workmanship, materials, equipment.
- Oversees site work elements within discipline and provides early notification of potential schedule slippages regarding the electrical construction activities.
- Monitors the work process, performs quality assurance testing and enforces safety requirements.
- Makes cost estimates on design changes, evaluates cost proposals and contractors' requests for adjustments.
- Reports to the Project Director on the project's conformity and non-conformity to approved drawings and specifications; makes recommendations on how to correct deficiencies and resolve problems during construction.
- Reviews monthly pay vouchers related to electrical construction activities and provides evaluation to supervisor.
- Purchases new or replace construction equipment such as cameras, electric probes and meters, surveying equipment, and measuring tapes.
- Drives a government-owned vehicle.

### **Contractors Management**

**25% of time**

- Maintains daily construction surveillance logs to ensure compliance with the terms and conditions of contracts.
- On behalf of the owners' interest, the Electrical Engineer will be responsible for overseeing the work of contractors over the course of the project. The Electrical Engineer tracks the contractor scheduled milestones; materials, equipment, and labor used; the quality and workmanship of outputs, and provides the contractors, through the PD, observations, recommendations, and supervision.
- Monitors the construction schedule, reviews contractors' proposals for change, and makes recommendations to Project Director on time extension requests.
- Reviews contractors' invoices related to electrical works to ensure accuracy and completeness.

### **Construction Reports and Documentation**

**15% of time**

- Reviews and analyzes material samples, shop drawings, installation manuals, and other technical documents submitted by the contractors to ensure conformity with contract requirements.
- Prepares written reports to Project Director with analysis and recommendations on alternatives and actions, where appropriate.
- Prepares periodic progress reports to Project Director as required.
- Prepares and reviews engineering drawings, electrical load calculations, technical specifications and cost estimates for construction change orders or to support U.S. installed equipment.
- Makes cost estimates on design and specification alternatives as requested by Project Director; must be able to present in two-dimensional and three-dimensional drafts to illustrate engineering problems and proposed solutions.

**Liaison with Host Government****10% of time**

- Liaises with local authorities responsible for the implementation, scheduling and compliance of local building codes and construction regulations.
- Coordinates (Title II) electrical engineering services as required.

**\*Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.**